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MARINE CORPS ORDER 1001.62

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM

Ref: (a) DOD Directive 1235.11 "Management of Individual Mobilization Augmentees (IMAs)" dtd 6 May 1996
(b) SECNAVINST 1001.36A
(c) SECNAV MANUAL 5210.1B
(d) MCO P1070.12K
(e) MCO P1610.7E
(f) MCO P1001R.1J
(g) MCO P3000.19 (NOTAL)
(h) MCO 1001.61
(i) Title 10, United States Code
(j) MCO 1510.39A

1. Situation. This Order establishes the policies and responsibilities for the administration and personnel management of the IMA Program as outlined in references (a) and (b).

2. Mission. The mission of the IMA Program is to provide a source of pre-trained and qualified members of the Selected Marine Corps Reserve (SMCR) to fill individual military billets which augment active component structure and missions of the Marine Corps, Department of Defense (DoD) and other departments or agencies of the U.S. Government.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. IMA Program management will be executed to meet or augment those most skill intensive or time sensitive requirements and critical billets in order to increase the responsiveness, operational readiness, and skill proficiency of Reserve component (RC) members assigned in support of active component (AC) commands and staffs.

(2) Concept of Operations. Establish and manage IMA Program billets and manning in support of mobilization (including pre-and/or post-mobilization), contingency operations, operations other than war, or other specialized technical requirements of the sponsoring commands/organizations.

b. Tasks

(1) Director, Reserve Affairs Division (RA). The Director RA is the IMA Program Manager and will:

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(a) Ensure Marine Corps IMA Program management policies and procedures are consistent with references (a) and (b).

(b) Validate and approve IMA Program billet priorities.

(c) Program and budget for IMA Program funding.

(d) Maintain oversight of IMA Program billet opportunities and availability through automated systems functions.

(e) Approve/disapprove all IMA Program billet extension requests.

(f) Determine IMA Program manning levels in coordination with Total Force Structure Division (TFSD). IMA Program billets will not be manned until an approved Billet Identification Code (BIC) has been established by TFSD under the appropriate Unit Identification Code (UIC).

(g) Conduct an annual review of IMA Program billet manning in support of program requirements and recruiting and reallocate unfilled billets as may be required based on IMA Program priorities.

(h) Conduct a review of all funded IMA Program billets, in conjunction with the Operational Sponsor (OpSponsor) and TFSD, for the purpose of validating each billet every 3 years.

(2) TFSD. TFSD is responsible for the development, validation, and management of all force structure in the Marine Corps. TFSD will review and approve all requests for the addition, deletion, or modification of IMA Program billets.

(3) Commanding General, Marine Corps Recruiting Command (CG MCRC). Prior Service Recruiting will:

(a) Screen applicants from the Individual Ready Reserve (IRR) to ensure they are qualified to join an appropriate IMA Program billet. Once the applicant is found to be qualified, assist in the preparation of the IMA application and schedule an interview between the applicant and the OpSponsor.

(b) Upon qualification for duty determination and OpSponsor approval, forward all completed applications to the Commanding General, Marine Corps Mobilization Command (CG MOBCOM) for join processing to an IMA Program billet.

(4) CG MOBCOM. The CG MOBCOM has administrative control of all IMA Program members. The CG MOBCOM will:

(a) Provide consolidated administrative support to all IMA Program members within established manning levels.

(b) Maintain service records, medical records, and retirement credit records for IMA Program members, per reference (c). Medical records may be maintained by a local military medical treatment facility (MTF) if available. This may require agreements between the Marine Corps and the pertinent MTF.

(c) Compile and forward budget requirements to CMC (RA).

(d) In accordance with requests and documentation submitted by the OpSponsor, issue active duty orders and process travel claims and drill muster sheets for reimbursement and pay.

(e) Coordinate General Services security clearances for IMA Program members when requested by the OpSponsor.

(f) Coordinate annual programming requests and distribution of readiness management periods (RMPs), additional training periods (ATPs), and additional flight training periods (AFTPs) for the IMA Program.

(g) Within budget and policy constraints, coordinate and approve the utilization of off-site Inactive Duty Training (IDT) orders in support of IMA Program participation.

(h) Administer and maintain Training Readiness Oversight for the IMA Program.

(5) OpSponsors. Designated commands and authorized organizations provide operational sponsorship for IMA Program personnel. Commands/organizations will:

(a) Designate a single point of contact in writing as OpSponsor for all matters concerning the IMA Program. The point of contact should be an active duty or Active Reserve officer or senior Federal employee who is available on a daily basis and familiar with the duty requirements of the IMA Program billets assigned to that command/organization. Designation letters with the appointee's signed endorsement of acceptance will be submitted to CMC (RA) and the CG MOBCOM. To ensure continuous and effective management, changes in the designated OpSponsor must also be coordinated with CMC (RA) and the CG MOBCOM.

(b) Develop wartime manpower/mission requirements in conjunction with the CMC (MP) per reference (b).

(c) Provide justification for approval of IMA Program billets and recommend billet priorities to CMC (RA).

(d) Recommend the assignment of Reserve Marines to funded IMA Program billets in conjunction with CMC (RA) and the CG MOBCOM.

(e) Ensure interviews are conducted with all IMA Program applicants. Such interviews will be conducted at no expense to the U.S. Government.

(f) Advertise IMA Program billets in automated/web-based systems six months prior to the end of the current tour billet holders.

(g) Ensure submission of proficiency and conduct marks on corporals and below per reference (d). Ensure submission of required fitness reports on sergeants and above per reference (e).

(h) Designate in writing all individuals authorized to certify drill muster sheets and provide designation letters with sample signatures to the CG MOBCOM. IDT accounting and muster sheet certification will be performed in accordance with reference (f).

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(i) Submit reports as required by the CG MOBCOM for IMA Program administration, management, and execution.

(j) Submit requests for annual training (AT), active duty for training (ADT), or active duty for special work (ADSW) to the CG MOBCOM at least 30 days prior to the start of duty.

(k) Submit requests for activation, in accordance with references (g) and (h), to the CMC (MP).

(l) Facilitate appropriate annual training, relevant to the mission assigned, and provide other training support as necessary or required. In accordance with reference (f), develop and publish annual training plans for all mandatory participants (obligors) who have a SMCR drilling obligation based on their initial enlistment contract.

(m) Determine the security clearance requirement for each IMA billet and ensure clearances are current and appropriate for respective assignments. Process Top Secret/Special Compartmented Information (TS/SCI) clearance requirements through your active duty Special Compartmented Information Security Officer.

(n) Ensure IMA Program member medical and dental readiness is current and maintained in accordance with reference (f).

(o) Plan, prepare, and submit an annual ADSW budget request to CMC (RA) via CG MOBCOM. The budget must include all anticipated off-site IDT, additional/split AT, and all other associated ADSW requirements.

(6) IMA Members

(a) Perform AT and IDT periods to meet participation requirements as directed by reference (f). OpSponsors will schedule IDT periods and AT by mutual agreement with the Reserve Marine.

(b) Report for duty as directed in activation orders in support of a contingency.

(c) Participate in training activities with the command/organization to which assigned or attached. Obligor will coordinate with the OpSponsor to accomplish the published annual training plan.

(d) Shall coordinate with their parent command before accepting orders which preclude them from participating as an IMA and supporting their respective commands/organizations.

c. Coordinating Instructions

(1) Program Management. IMA Program billets will be categorized in accordance with the guidance outlined below. IMA Program members filling billets categorized as peacetime augmentation billets (Priority III) will become manpower assets for higher priority warfighting, contingency support, and global sourcing requirements when a mobilization authority is in effect.

(2) Billet Priorities. The criteria and priority for establishing and funding IMA Program billets will be based on the following:

(a) Priority I (Warfighting). Augmentation of warfighting commands and force providers (e.g. combatant commands, Marine Forces, etc.) to meet critical, skill intensive or time sensitive requirements associated with mobilization or contingency operations.

(b) Priority II (Contingency Support). Augmentation of Marine Corps, DoD, and other Government agencies to enable and enhance pre-mobilization, mobilization sustainment, and demobilization capabilities.

(c) Priority III (Peacetime Augmentation). Augmentation of Marine Corps, DoD, and other Government agencies to indirectly support capabilities or meet other specialized requirements that may be essential during times of mobilization.

(3) Assignment Policies

(a) IMAs will be assigned against validated and funded Reserve billets on AC force structure documents. This includes assignment of IMA billets on Marine Forces Reserve (MARFORRES) Site Support UICs for the conduct of mobilization support functions.

(b) IMAs will not be assigned to units of the Marine Corps Reserve force structure.

(c) IMAs will be assigned to billets commensurate with their grade and training.

1 Officer assignments may be made one grade above or below the billet grade on the designated BIC up to the rank of lieutenant colonel. Colonels may not fill billets for which the rank requirement is lieutenant colonel or below.

2 With the exception of sergeant major and first sergeant billets, enlisted assignments may be made one grade above or below the billet rank on the designated BIC.

3 Sergeants major/first sergeants will only serve in approved 9999 billets. CMC (RA) will assign all sergeants major/first sergeants.

(d) IMAs may not be assigned to vacant BICs designated for fill by active component, Active Reserve, or civilian personnel.

(e) IMAs may be assigned to the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff, Defense agencies, the Selective Service System, and the Federal Emergency Management Agency per reference (a) and approved structure.

(f) Obligors will not normally be assigned to IMA Program billets. However, in cases where a mandatory participant cannot drill because a SMCR unit is not available within commuting distance (per reference (f)), obligors may complete their mandatory participation period as a drilling IMA, if an appropriate billet exists. Assignment of obligors to IMA Program billets will be coordinated with CMC (RA) before being joined. Obligors so assigned will be applied against authorized manning levels and will be managed in accordance with reference (f).

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(g) Nonprior service personnel will not be recruited and assigned to IMA Program billets. OpSponsors may request exceptions to this policy from CMC (RA). Requests should provide adequate justification, to include the impact if the request is not approved. Requests will be submitted via the chain of command to CMC (RA) for individual case consideration.

(h) OpSponsors may not internally reassign IMAs to different BICs without prior approval of CG MOBCOM (in coordination with CMC (RA)).

(4) IMA Force Structure/Manning. Requests to add, delete, or change existing IMA Program billets in Marine Corps force structure or joint-manning documents shall be submitted to TFSD.

(a) TFSD will validate, prioritize, and approve force structure to support Marine Corps, DoD, and non-DoD IMA requirements in accordance with the priorities outlined above.

(b) IMA Program structure may not be site-lined from the parent-supported command/organization.

(5) IMA Program Tour Length

(a) The standard IMA Program tour length is 3 years.

(b) Unless an extension or interunit transfer is approved, the CG MOBCOM will transfer Marines to the IRR upon completion of their 3-year tour or authorized extension.

(c) Marines may not rejoin the same IMA for 1 year after completion of their IMA Program tour. However, they may be joined to a different UIC under the same OpSponsor upon approval by CMC (RA).

(d) OpSponsors may request a 1-year extension for an individual IMA Program member. CMC (RA) will consider all requests on an individual case-by-case basis. All requests must provide adequate justification (unique skill, project continuity, etc.) for the extension. Requests for extensions should be forwarded through the chain of command, via CG MOBCOM, to CMC (RA) for approval/disapproval. Requests should arrive at CMC (RA) no later than 90 days before the end of the Marine's tour. Requests for more than one extension in the same billet will not normally be approved.

(e) OpSponsors may request an extension of the standard 3-year tour length for their command/organization. Approval of an extension to the standard tour length will apply to all IMA Program members under the sponsoring command/organization. Requests will be considered on a case-by-case basis. Requests must provide adequate justification (low density/high demand, unique and lengthy training requirements, etc.) for the extension, to include the impact if the request is not approved. OpSponsors should submit requests through the chain of command, via the CG MOBCOM, to CMC (RA) for approval/disapproval.

(f) The total IMA Program tour length will not exceed 5 years.

(g) OpSponsors may request from CMC (RA), via the CG MOBCOM, the transfer to the IRR of any member who fails to maintain billet proficiency or otherwise performs unsatisfactorily. Unsatisfactory participation is defined in reference (f).

(h) Periods in which an IMA Program member involuntarily serves on active duty under Sections 12301(a), 12302, or 12304 of reference (i), at the request of the command/organization to which assigned, will count against the normal tour length or authorized extension. IMA members who exceed their tour length while in an activated status will receive an automatic extension to remain in the billet for up to 90 days after their release from active duty.

(6) Training. IMAs provide the OpSponsor with expeditiously accessible additional manpower under crisis or wartime conditions; therefore, the training of IMAs should be targeted to the specific requirements of their individual billets.

(a) The IMA Home Training Center (HTC) or Inactive Duty Training (IDT) site is the sponsoring command/organization. A temporary waiver or HTC reassignment may be requested through the chain of command, via the CG MOBCOM, to CMC (RA) for approval/disapproval. Requests will be considered on a case-by-case basis and must provide adequate justification (unique and critical mission requirements, etc.) for waiver consideration, to include the impact if the request is not approved.

(b) IMA Program members will normally perform 12 days of AT (exclusive of travel) per fiscal year. Submit requests for additional or extended AT to CMC (RA) via the CG MOBCOM per reference (f). AT will not exceed 30 days, inclusive of travel, in a fiscal year.

(c) AT will normally be performed in one consecutive period. The CG MOBCOM may authorize a split AT, subject to the provisions of reference (f), provided the sponsoring command/organization has budgeted the required associated funding.

(d) Annual training requirements (e.g., PFT) will be conducted with the command/organization to which assigned as designated and coordinated by the OpSponsor. The OpSponsor will report annual training completion to the CG MOBCOM.

(7) IMA Program Organization. IMA billets are assembled under platoon codes, designating a sponsoring command or organization, to support the administration of the assigned Reserve Marines. These platoons do not have any internal organization and are not operational in nature or function. CMC (RA) directs the establishment and deactivation of platoon codes through the IMA Program administrator, CG MOBCOM.

(8) Provisional IMA Program (PIP). The purpose of the PIP is to assist the OpSponsor in meeting wartime manpower requirements, with trained and qualified personnel, by preassigning members of the Individual Ready Reserve (IRR) to unfunded IMA billet structure.

(a) CMC (RA) will advertise billets for the PIP. PIP personnel will be encouraged to support the demands of the OpSponsor and to perform Reserve Counterpart Training (RCT), reference (j), in conjunction with non-paid IDT.

(b) CG MOBCOM will provide associate duty orders for PIP personnel to approved unfunded IMA Program billets only. Associate duty orders for PIP personnel will normally be written for a period of 1 year.

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PIP members will perform a minimum of 24 non-paid IDT periods per year under associate duty orders.

(c) PIP personnel are not members of the SMCR. They remain members of the IRR. PIP personnel will not be joined as an IMA via unit diary entry.

(d) RCT is specifically designed to upgrade and maintain Military Occupational Specialty and technical skills considered essential in the mobilization scenario. PIP members may request up to 30 days of RCT per fiscal year.

(e) IMA Program members not extended in a funded billet are eligible to apply for PIP placement in an unfunded billet under the same OpSponsor.

4. Administration and Logistics

a. Administration

(1) Reference (f) provides overall guidance for the administration of members of the Marine Corps Reserve. Administration of the IMA Program not specifically addressed within this Order will be conducted in accordance with reference (f).

(2) OpSponsors and IMA Program members will submit all requests for administration support (i.e. muster sheets, orders requests, travel claims, etc.) to the CG MOBCOM.

(3) OpSponsors will be responsible for the oversight of all routine IMA Program member administration including, but not limited to, fitness reports, proficiency and conduct marks, award recommendations, and all other chain of command correspondence submissions.

b. Logistics. Not applicable.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Total Force.



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